

Site Remediation Programs

Electronic Submittal Guidelines

Technical documents to the Site Remediation Programs of the Waste Management Division may be submitted in an electronic format as an e-mail attachment or on a CD. Submittal of documents in an electronic format is voluntary. However, the submittal must meet the following guidelines in order to be accepted by the Department.

◇ **Submittals must include:**

- The site name, site number and town of the site as listed in the One Stop database.
<http://des.nh.gov/OneStop/>
- PE/PG Stamp: if required.
- Bookmarks: (links that represent a page in the document) are required for all main headings and sub-headings.
- Thumbnails: (miniature previews of each page) are required for each page.
- Electronic Signature verifying the identity of the sender and the integrity of the document.
 - One signature for the entire document:
 - In text format only
 - Placed below the complimentary closing of the cover letter.
 - Must be identical to the individual signing the report or a principal of the firm.
 - Sections of the report that are prepared in an electronic format by a subcontractor may have an electronic signature verifying the integrity of that section (example: laboratory data sheets compiled in an electronic format by the laboratory).
 - A third party handler must be compatible with Adobe Acrobat.

◇ **Software Requirements:**

- Shall be in Adobe Acrobat 5.0 or newer.
- Diagrams or drawings may be submitted in AutoCAD with a .dwg format.
- Only one continuous .pdf file per site shall be accepted.

◇ **Submittal Procedure:**

- Send E-mail submittals to Pamela Welch pwelch@des.state.nh.us with a subject line of "Electronic Submittal" or mail CD submittals to:

Pamela Welch
Department of Environmental Service
Site Remediation Program
29 Hazen Drive
Concord, NH 03301

- Prior to submitting an electronic document review the following:
 - Download Time: If lengthy consider using AutoCAD.
 - Page Orientation: Page contents should be aligned so review is easy.
 - Bookmarks: Verify the creation of headings and sub-heading.
 - Thumbnails: Verify they have been created.
 - Digital Signature: Verify placement and author.

- Duplicate Paper Copy:

A complete paper copy, stamped "PM Duplicate Copy", shall be submitted in addition to the electronic submittal, copies must be sent to:

Pamela Welch
Department of Environmental Service
Site Remediation Program
29 Hazen Drive
Concord, NH 03301

Documents stamped "PM Duplicate Copy" will not be logged-in into the Site Remediation database. The document will not be scheduled for review until the electronic document is received and accepted by the Department.

- Electronic Signature Verification:

Prior to accepting an electronic submittal for the first time, a Site Remediation Representative will call to verify, the serial number located on the signature certificate, and any time after the certificate expiration date.

- Preliminary Drafts:

Preliminary drafts of an electronic submission may be sent to a DES Project Manager as an E-mail attachment, such as word, excel. These preliminary drafts **will not** be considered part of the electronic submittal process and **will not** be stored or saved in the DES electronic filing system.

◇ **Reimbursement:**

- An Owner or an Applicant of a Petroleum Reimbursement Fund eligible facility may be reimbursed for actual costs of electronic submittal preparation. Costs will be reimbursed as a justifiable overage that will be subject to review of level of effort (document size and complexity) for preparation of the electronic submission.
- Electronic submittals that do not meet the above guidelines will not be accepted by DES and preparation costs will not be reimbursed.
- DES is in the process of updating the Prevailing Mark Rates and an allowance will be included for electronic submittals for each document type in this update.
- Only preparation time and materials are reimbursable. Software or hardware costs are not reimbursable.

In an effort to improve public access and security of documents and address a severe space problem, the Site Remediation Programs is encouraging the electronic submittal of documents. The above guidelines are minimum requirements for accepting an electronic submittal. Electronic submittals that do not meet these minimum guidelines will not be accepted.

Please forward all comments or questions to:

Pamela Welch
Department of Environmental Service
Site Remediation Program
29 Hazen Drive
Concord, NH 03301
(P) 603-271-2659
(F) 603-271-2181